

TITLE The Sebastopol Center for the Arts - Ceramics Department Coordinator

**EOE
STATEMENT**

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

Provides general management of the ceramics studio and support for teachers and studio participants. The Coordinator is deeply knowledgeable about best practices and safety in ceramics studios. Areas of management include, but are not limited to, inventory and organization of supplies, cleanliness and safety of studio, and orienting and supervising teachers, volunteer facilitators, and participants. Coordinator may also be responsible for coordinating and teaching classes for all ages and abilities. Coordinator reports directly to the Executive Director of SCA and functions in coordination with the SCA Board of Directors.

Essential Functions of the Position:

- Support a positive, collegial, professional, and safe learning and creative environment to accommodate a diverse group of students and participants.
- Serve as the face of the studio. Communicate effectively in oral and written form with participants, students, volunteer facilitators, other SCA staff and volunteers, community members, Board Directors, and the Executive Director.
- Develop and coordinate special projects, including the annual, ceramic works for sale, and other projects for community outreach as coordinated with the Executive Director.
- Ensure that the studio is clean and healthy practices are employed when the studio is being cleaned.
- Train and monitor volunteer facilitators who:
 - Ensure that all current and new participants read and sign the User Packet.
 - Ensure that ceramics pieces are monitored and that outdated items are discarded or recycled.
- Ensure that clay is monitored and that outdated or unmarked bags are resold.
- Manage and monitor loading, firing and unloading of kilns and mixing of glazes, either directly or utilizing trained volunteers.
- Manage purchasing of all needed materials.

**POSITION
REQUIREMENTS**

Minimum of 3 years' experience with ceramic art is essential. Experience managing a ceramics studio is desirable. Experience with coordinating staff or volunteers is also desirable. Bachelor's degree preferred but not required.

Knowledge, Skills & Abilities:

- Strong interpersonal and written communication skills.
- Detail oriented with strong time management skills.
- Effective problem-solving skills.
- Knowledge kiln, wheel, etc. operation and maintenance.

Physical Requirements: Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform occasional keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Requires occasional heavy lifting of 50 lbs.

Working Conditions: Work is performed at the SCA studio and/or office. Salary range \$15 - \$18/hour. Part time position 15 – 20 hours/week plus use of the Ceramics Studio.

Please attach: Resume, Cover Letter, and 3 references. Equal Employment Opportunity Contact Elizabeth Machado, elizabethm@sebarts.org 707-829-4797